

# ILMINSTER TOWN COUNCIL

Old Magistrates Court  
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TA19 0AJ



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Town Clerk: Mark Tredwin

9 May 2023

The **Annual Town Council Meeting** will be held on **Tuesday 16 May 2023** in the **Council Chamber, Council Offices, North Street, Ilminster, TA19 0DG** starting at **19:30 hrs.**

If members of the public have any questions on matters that are on the agenda, then, if possible, please notify the Council Office before the day of the meeting which item you would like to speak about.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

The business to be transacted at the meeting is outlined on the Agenda below. Any report will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Mark Tredwin', written over a horizontal line.

Mark Tredwin  
Town Clerk

## AGENDA

1. **Election of Mayor**  
To elect the Mayor of Ilminster for the period up to the May 2024 Annual Town Council Meeting
2. **Declaration of Acceptance of Office**  
To receive the Acceptance of Declaration of Office by the Mayor
3. **Election of the Deputy Mayor**  
To elect the Deputy Mayor of Ilminster for the period up to the May 2024 Annual Town Council Meeting
4. **Public Forum**  
Fifteen minutes will be made available for public comment and response in relation to items on this agenda. Individuals will be permitted a maximum of three minutes each to address the committee.
5. **Apologies for Absence**  
To receive apologies for absence from Councillors unable to attend the meeting.
6. **Somerset Council Member's Reports**  
To receive the written reports from Ilminster's representative members.
7. **Declarations of Interest**  
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

*Members are reminded that if they have a Disclosable Pecuniary Interest on their register of interest relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a Disclosable Pecuniary Interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.*

8. **Dispensations**  
To note the grant of dispensations made by the Town Clerk in relation to the business of this meeting.
9. **Minutes – Town Council**  
To confirm the Minutes from the Full Council Meeting held on the **25 April 2023** as a correct record
10. **Minutes – Planning, Highways & Transport**  
To receive the minutes of the meeting held on **2 May 2023** and **note** the committee's comments made on planning applications therein.
11. **Standing Orders**  
To review and approve the Town Council's Standing Orders for the council year 2023 - 2024

- 12. Financial Regulations**  
To review and approve the Town Council's Financial Regulations for the council year 2023 - 2024
- 13. Scheme of Delegation**  
To review and consider the Town Council's Scheme of Delegation
- 14. Code of Conduct**  
To review and consider the Code of Conduct agreed at the 2022 Annual Council Meeting
- 15. Banking Authorisation**  
Appointment of authorisation for bank and investment transactions and mandates
- 16. Earmarked Reserves**  
To approve the proposed Earmarked Reserves for 2023 - 2024
- 17. Direct Debit and Regular Payments**  
To approve the Direct Debit and regular payments for the council year 2023 - 2024
- 18. Appointment of Members to Committees and Working Groups**  
To allow Members to agree the membership of the committees and working groups that have met over 2022-2023
- 19. Appointment of Representatives to other Groups**  
Members to external groups to be allocated
- 20. Chair's Award**
- 21. Councillor's Surgeries**  
To review the surgeries and any amendments that might be deemed appropriate.
- 22. Coronation**  
To receive feedback relating to the coronation

**Should any members consider that any items should be discussed in Part B, Exempt Business the following will apply.**

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.*

**23. Exempt Business**

*To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see*

*Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.*

**PLEASE NOTE THAT MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING AS OBSERVERS. Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.**

**If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings, for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Members of the public exercising their right to speak during Public Question Time may be recorded. Copies of this document are available in large print on request.**